

CHAPTER 6

EXAMINATION PROCEDURES

In this chapter we will discuss the Navywide advancement examinations and the procedures to be followed in administering them. We will also discuss the role educational services officers (ESOs) play if assigned this duty. Depending on the command, an ESO could be responsible for all or only a portion of the examination administration. We will cover the three basic stages of the examination process—preexamination procedures, examination day procedures, and post-examination procedures.

PRE-EXAMINATION PROCEDURES

Learning Objectives: *Identify pre-examination procedures and identify the procedures to be followed in preparation for the administration of examinations.*

Before each examination cycle, ESOs should review the pre-examination procedures outlined in the *Advancement Manual*, BUPERSINST 1430.16, and the relevant NAVADMIN message. Examination candidates must be recommended for advancement and must have completed all eligibility requirements. When reviewing the pre-examination procedures, be sure the following steps have been taken:

- Performance tests have been made available and administered for the required ratings.
- Eligibility requirements for advancement have been or will be met by the deadlines stated in the applicable NAVADMIN message for that specific examination cycle.
- Examination worksheets have been completed properly.
- The complete examination process has been carried out according to the pertinent directives.

Q1. Before each examination cycle, ESOs should review the pre-examination procedures outlined in what instruction?

EXAMINATION RESPONSIBILITY

The commanding officer (CO) or officer in charge (OIC) is ultimately responsible for the custody and administration of Navywide examinations. However, the CO with responsibility for custody and

administration of Navywide examinations will designate in writing those personnel authorized to accept, handle, and administer Navywide examinations. Personnel working with examinations must have a current security clearance that permits them to administer classified examinations. Normally, this person is the ESO. Responsibilities include assigning proctors, administering examinations, furnishing the necessary materials, and giving complete instructions on examination procedures. The ESO will also forward Navywide examinations to other activities for administration to personnel who have transferred or to those in a transient or leave status.

Q2. The custody and administration of Navywide examinations is the responsibility of whom?

APPRENTICESHIP EXAMINATIONS

Apprenticeship examinations are no longer administered.

PERFORMANCE TESTS

The *Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068, contains a list of the required performance tests. Completion of mandatory performance tests is required before participation in a Navywide advancement-in-rate examination for some ratings. Performance tests are graded locally on a pass/fail basis. Successful completion of the performance test is entered in the person's service record on NAVPERS 1070/604.

DETERMINING CANDIDATES' ELIGIBILITY TO TAKE THE ADVANCEMENT EXAMINATION

The ESO must order a specific test for each person; some rates, depending on sub-specialties, have more than one test available; and non-designated strikers need to be recommended for a specific rate. It is strongly recommended the ESO deliver a report of personnel who are time-in-rate eligible for the next exam to tenant commands and/or department. The

tenant commands and/or departments should review the list, annotate who is recommended and which test they will be taking, and return a completed list to the ESO. The departments recommending the candidates should verify their eligibility.

The command should set a deadline for the completion of all requirements before the examination date. The deadline is usually 4 weeks before the first day of the month in which the examination will be administered. This allows prospective candidates time to plan for completion of requirements such as training courses and performance tests. Though candidates must meet eligibility requirements by the deadline, examinations may be ordered for prospective candidates who have not completed all eligibility requirements.

The recommendation lists should be filed for future reference and for verification purposes. Departments should then be notified of ineligible personnel and reason the members are ineligible.

Although candidates for senior and master chief petty officer are no longer required to take the advancement examination, they must meet all eligibility requirements. These eligibility requirements include the recommendation of the CO.

Q3. When should commands set deadlines for the completion of all requirements before the examination date?

PREPARATION OF NAVYWIDE ADVANCEMENT EXAMINATIONS

NETPDTC, Pensacola, Florida, prepares all Navywide advancement examinations. Subject matter experts (SMEs) in the top three enlisted paygrades (E-7/8/9) develop advancement-in-rate examinations for E-4 through E-7. Rating questions are supported by occupational standards (OCCSTDs) and military requirement questions are supported by naval standards (NAVSTDs). Both types of questions are also supported by references listed in a rating's Bibliography for Advancement-in-Rate Study (BIB).

Q4. What command prepares all Navywide advancement examinations?

EXAMINATION ORDERING INSTRUCTIONS

NETPDTC ships examinations only to those activities listed with unit identification codes (UICs) in the *Comptroller Manual*, Volume 2, and with mailing addresses listed in the *Standard Navy Distribution List*, Parts 1 and 2. For proper and timely distribution of

examinations, NETPDTC maintains both the UIC and the address of the activity in an automated address file. Commands such as PSDs that maintain service records for other activities normally order examinations for those activities. Parent activities (PSDs and major commands) should verify all of the information listed on the verification sheet, distributed annually to all commands. Activities should then submit the NETPDTC Automated Mailing Address Input, NETPDTC Form 1400/1, shown in figure 6-1. Although the verification sheet may correctly list all UICs, commands should submit a report to NETPDTC to verify that the listing is correct. This report allows NETPDTC to account for all activities.

NETPDTC (N321) forwards the initial results from the previous examination cycle along with an ordering letter for the next examination cycle. The letter provides ordering information and includes an enclosure needed to order examinations for the next examination cycle. The enclosure lists examinations available for the next examination cycle. Commands not in receipt of examination results should request ordering instructions from NETPDTC (N321) at least 3 months before the scheduled examination date of the next examination cycle.

The *Advancement Manual* contains detailed instructions for ordering advancement examinations. The **preferred method for ordering examinations is via the Internet** at: <http://neatos.cnet.navy.mil/cgi-bin/>. (Only Internet Explorer 4.0 or higher may be used. Additionally, do not use www in front of the web address.) A password must be obtained before accessing the exam order web page. To obtain a password, e-mail the request to: exam-ordering.n321@cnet.navy.mil. If your command does not have Internet capability, **the second method to order exams is via naval message**. Procedures and format for ordering examinations by message are available in the *Advancement Manual*. Always enter ratings in alphabetical order.

The ESO may be required to determine the number of examinations to order for the command. To determine the number, the ESO should review the recommendation lists and determine the number of eligible candidates, including those E-7 candidates taking the test for Limited Duty Officer (LDO) application only. Verify the prospective gains list of the command's Enlisted Distribution Verification Report (EDVR), identifying new future gain personnel. **DO NOT ORDER EXAMINATIONS IN EXCESS OF EXPECTED REQUIREMENTS.**

NETPDTC AUTOMATED MAILING ADDRESS INPUT		
		DATE:-----
USE THIS FORM TO NOTIFY NETPDTC OF A CHANGE OF ADDRESS. COMPLETE THE APPROPRIATE SECTIONS OF THIS FORM (use reverse side if necessary); FORWARD TO THE FOLLOWING ADDRESS:		
COMMANDING OFFICER, NETPDTC (N321), 6490 SAUFLEY FIELD ROAD, PENSACOLA FL 32509-5240		
<u>ACTIVITY INFORMATION</u>		
UNIT IDENTIFICATION CODE (UIC): _____	MESSAGE SHORT TITLE (DPVS): _____	
COMPLETE MAILING ADDRESS (SNDL): _____		

<u>ACTIVITY(IES) SUBORDINATE TO ABOVE ACTIVITY</u>		
<i>IF ABOVE COMMAND IS PARENT ACTIVITY, COMPLETE THE FOLLOWING INFORMATION. LIST THE COMMANDS FOR WHICH ENLISTED SERVICE RECORDS ARE MAINTAINED AND ENLISTED EXAMINATION RESULTS ARE RECEIVED.</i>		
<u>UIC</u>	<u>SHORT TITLE (DPVS)</u>	<u>COMPLETE MAILING ADDRESS (SNDL) INCLUDE 9-DIGIT ZIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>TENANT ACTIVITY</u>		
<i>IF A TENANT ACTIVITY, PROVIDE THE FOLLOWING INFORMATION FOR THE COMMAND THAT MAINTAINS YOUR ENLISTED SERVICE RECORDS AND RECEIVES YOUR ENLISTED EXAMINATION RESULTS:</i>		
<u>UIC</u>	<u>SHORT TITLE (DPVS)</u>	<u>COMPLETE MAILING ADDRESS (SNDL) INCLUDE 9-DIGIT ZIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Signature (Authorized Official)		
NETPDTC FORM 1400/1 (11/96)		

ESOF0602

Figure 6-1.—NETPDTC Automated Mailing Address Input.

The correct naval message address for ordering Navywide examinations is: NETPDTC PENSACOLA FL//N321//.

Commands should use the following address for mailing to NETPDTC:

Commanding Officer
NETPDTC N321
6490 Saufley Field Road
Pensacola, Florida 32509-5240

ORDERING EXAMINATIONS FOR NUCLEAR-POWERED SUBMARINES

ESOs aboard nuclear-powered submarines should order examinations by standard ordering procedures if their operating schedules permit. However, if their operating schedule prevents them from receiving regular examinations on time, they should submit an early request for examinations to be administered during patrol. The ESO should forward an

examination order to NETPDTC specifying a deadline delivery date. Ensure enough lead-time to allow for processing and mail delivery. Since examinations are now printed on demand, regular examinations can normally be provided in most cases. If regular examinations cannot be printed and shipped in time to meet the deadline provided, substitute examinations will be shipped.

Nuclear submarines deploying before receipt of examinations should notify NETPDTC of non-receipt. They will then receive substitute examinations to administer after they complete the patrol.

PREPARATION FOR THE ADMINISTRATION OF NAVYWIDE EXAMINATIONS

Once they have ordered examinations, commands should follow certain procedures to properly prepare for the administration of the examination. The first procedure we will cover is the preparation of the Recommendation for Advancement-in-Rate or Change of Rating (Worksheet), NAVEDTRA Form 1430/2. Lengthy delays in examination results will occur if incorrect information is transcribed from the worksheet onto the answer sheet forwarded to NETPDTC. Carefully screen the administrative section of each answer sheet to ensure all the correct information has been properly transferred from the worksheet and all circles have been completely and correctly darkened.

PREPARATION OF THE WORKSHEET

An Advancement-in-Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, should be prepared by the ESO for each candidate who will take the Navywide advancement examination. The *Advancement Manual*, BUPERSINST 1430.16, contains detailed instructions for preparing the worksheet. Worksheets for eligible candidates should be prepared at least 1 month before the scheduled examination date. That includes worksheets for members in paygrade E-6 who have applied for the LDO Program. Preparing the worksheets in advance decreases the chances of computation errors and incorrect transcription of service record information onto the worksheet.

After the ESO has completed the worksheets, candidates should review them for accuracy of the

information transcribed from their service records and sign them prior to or at the examination site at the discretion of the administering command. Inaccurate information could prevent a fully qualified candidate from being advanced.

ESOs and candidates use the worksheets as a check-off list when transferring the information from the worksheet to the examination answer sheet. The worksheet information is transferred to the answer sheet on the scheduled E-4 through E-7 examination administration dates. After completion of the examination, the worksheets should be retained for 2 years by the administering command.

NOTE: The Advancement-in-Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, has been modified and may be deleted in the near future. Be sure to review the pre-examination procedures outlined in the latest Exam NAVADMIN message.

Care should be taken not to damage the answer sheet. Stray marks on the answer sheet or tears in the paper could delay examination results.

Q5. Detailed instructions for preparing the Recommendation for Advancement-in-Rate or Change of Rating (Worksheet) can be found in what publication?

ACCOUNTABILITY OF EXAMINATIONS BEFORE ADMINISTRATION

If you are designated as the custodian of examination materials, you will be responsible for their security and accountability. Examination materials include all examinations and related materials, such as completed answer sheets.

The security of examinations does not stop upon the completion of an exam cycle. A designated commissioned officer, warrant officer, chief, senior chief, master chief petty officer or civilian must have custody of all performance tests and advancement examinations.

RECEIPT OF EXAMINATIONS FROM NETPDTC

Upon receipt and before administration of the exams, commands must inspect the packages for evidence of tampering. The number of exams included in the package must match the number listed on the examination packing list (fig. 6-2). Also, the

TRANSFER OF EXAMINATIONS

Examinations may be transferred between activities when personnel transfer or depart on leave before the administration date or when commands have spare exams. However, the transferring commands must ensure that receiving commands are able to administer examinations. Commanding officers are responsible for liaison between the local ESO and the ESO agreeing to administer an examination before forwarding exams. If the member reports to an activity supported by a PSD, forward the examination and worksheet to the PSD, not to the parent command. Activities should not transfer examinations to commands that are not under naval jurisdiction without prior approval of COMNAVPERSCOM (PERS-852 or PERS-862 for Reservist).

Candidates frequently transfer or depart on leave before their scheduled examination date. In such cases, the ESO will forward the examinations and worksheets (NAVEDTRA 1430/2) with a letter of transmittal to the examining activity. The letter of transmittal and the examinations must be placed in a double envelope. The inner envelope must be marked as follows: NAVYWIDE EXAMS. DELIVER IMMEDIATELY TO A COMMISSIONED OFFICER. TO BE OPENED ONLY BY AN OFFICIAL WHO MEETS THE REQUIREMENTS OF BUPERSINST 1430.16. The inner envelope shall also show the address and classification. Address the sealed outer cover in the normal manner and give no indication as to the contents or classification of the package. The examination must be hand-carried by an official who meets the requirements of the *Advancement Manual*, BUPERSINST 1430.16, or transferred by registered mail or Government Contracted Overnight delivery.

The letter of transmittal (fig. 6-3) should explain the reason for the transfer of the examination. It should also state that the person is eligible to take the exam and has been recommended for advancement. If the advancement examination contains classified information, the letter must state that the person taking the examination has the required security clearance. (The *Enlisted Transfer Manual* provides guidance for certifying a person's eligibility for access to classified material.) A copy of the candidate's leave papers or standard transfer orders (including leave address and telephone number) should be forwarded with the worksheet and the examination.

NOTE: Regular leave or PCS leave/travel are not valid reasons for requesting substitute exams.

Candidates must be informed of examination forwarding procedures so that they can arrange to report to their examining activity on the scheduled examination date. Ensure the candidates' leave papers or standard transfer orders contain the date of the examination and the designated activity that will administer the examination. Candidates should understand that additional travel to the examining site will be at their expense and is not reimbursable. Failure to report to the designated activity normally disqualifies the candidate for a substitute examination.

Q6. When transferring an examination under a letter of transmittal, what manual provides guidance for certifying a person's eligibility for access to classified materials?

STOWAGE OF EXAMINATIONS

The official who is responsible for the stowage and custody of examination materials must meet the requirements of BUPERSINST 1430.16. The color of the plastic envelope identifies the classification of the examinations: SECRET—RED; CONFIDENTIAL—BLUE; and FOR OFFICIAL USE ONLY (FOUO)—BLACK. Both upon receipt and before administration, all examination envelopes should be inspected for evidence of tampering.

All examination materials should be stowed in a safe, vault, or some other locked space secured with a three-tumbler combination lock. The lock should be accessible only to an official who meets the requirements of BUPERSINST 1430.16.

Except as specified in BUPERSINST 1430.16, examinations or performance tests must not be available to enlisted personnel authorized to participate.

Q7. What is the classification of an examination enclosed in a blue plastic envelope?

REPORT OF LOST OR COMPROMISED EXAMINATIONS

If a loss or a compromise of a Navywide advancement-in-rate examination or a performance test is discovered or circumstances indicate that loss or compromise is possible, forward a preliminary report to COMNAVPERSCOM (PERS-852 or PERS-862), with a copy to NETPDTC and the administrative superior using Report Symbol OPNAV 5510-6B for

1418
Ser
Date

REGISTERED MAIL
(Appropriate markings such as **CONFIDENTIAL** or **SECRET--(Unclassified upon removal of enclosure (1) or FOR OFFICIAL USE ONLY** [if examinations contain no classified information])

From: Commanding Officer, USS FREMONT (APA 44) (99999)
To: Commanding Officer, USS HANSON (DD 832) (88888)

Subj: FORWARDING OF NAVYWIDE ADVANCEMENT-IN-RATE EXAMINATIONS FOR ADVANCEMENT (OR CHANGE) IN RATE

Ref: (a) BUPERSINST 1430.16E

Encl: (1) Examination Booklet(s)
(2) NAVPERS 1430/2 Worksheets
(3) Copy of leave papers/PCS orders (when applicable)

1. Enclosures (1) through (3) are forwarded for the candidates listed below per reference (a). Candidate(s) indicated by an asterisk have NAVPERSCOM authorization to compete for change in rating:

	<u>NAME</u>	<u>SSAN</u>	<u>PRESENT RATE</u>	<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>
1.	JONES, Mary P.	000-00-0000	SN	BM3	1470101
2.	SEAMAN, John P.	111-11-1111	SK3	DK2	1470745

2. The above named personnel are eligible for advancement (or change) in rate and are recommended for participation in the examination to be administered on date and date.¹

3. Request receipt of the above examinations be acknowledged by completing the first endorsement below.

(Signature of Commanding Officer or
official with by direction authority)

1418
Ser
Date

FIRST ENDORSEMENT

From: Commanding Officer, USS HANSON (DD 832) (88888)
To: Commanding Officer, USS FREMONT (APA 44) (99999)

1. Receipt of the examinations listed in paragraph 1 is acknowledged.

(Signature of Commanding Officer or
official with by direction authority)

¹In case of a person in a transient or leave status who will take an examination containing classified information, add the certification of the candidate's eligibility for access to classified information.

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Figure 6-3.—Sample letter of transmittal for forwarding examinations.

further direction. In amplification of the preliminary report, convene a judge advocate general (JAG) investigation submitting advance copies of the completed report to COMNAVPERSCOM (PERS-852 or PERS-862) and NETPDTC.

EXAMINATION ADMINISTRATIVE PROCEDURES

As examination time approaches, certain administrative matters should be completed. About 2 months before the scheduled examination

administration date, review the directives and any new procedures introduced into the system by the NAVADMIN message for the examination cycle. During this time make the following preliminary arrangements:

- Arrange for sufficient space to accommodate examinees comfortably.
- Assign proctors to help administer the examinations (1 proctor for every 25 candidates).

- Ensure all materials required to administer the exam are available.
- Provide secure stowage for examinations and related examination materials.
- Ensure a copy of the latest examination instructions, the latest NAVADMIN message, and the general and verbatim instructions are available.

Approximately 10 days before the scheduled date of the examination, ESOs should:

- Ensure all examinations are accounted for.
- Ensure that an examination is available for each candidate with a worksheet. If necessary, obtain an examination. Comply with BUPERSINST 1430.16, concerning duplicate use of an examination or order of a substitute examination.
- Ensure that no more than two candidates will use the same examination booklet.
- Recheck the worksheets for errors and make needed corrections.
- Prepare a seating arrangement that will provide maximum comfort consistent with the space accommodations. The seating should be arranged so those candidates taking examinations in the same ratings do not sit next to or across from one another. Seat candidates so classified material is not subject to compromise.
- Advise commands to revise watchbills and special duty assignments, and so on, to prevent candidates from being penalized by lack of sleep, late reporting, and so forth, and to decrease or eliminate the need for substitute examinations.

On the day examinations are administered, the ESO will ensure that each candidate is provided any or all of the following materials:

- Candidate's completed worksheet.
- One unopened examination for the appropriate rating and paygrade.
- One answer sheet. Only the NETPDTC 1430/2, answer sheets is authorized. The NAVADMIN announcing the examinations, normally identify the color of the answer sheet.

- Scratch paper. Normally, two sheets are sufficient. The proctors can provide more if needed.
- Two lead pencils. Candidates **MUST** use a #2 or electrographic black lead pencil. Using a pencil other than #2 or electrographic may cause the answer sheet to be improperly processed.
- A smooth, firm surface on which to complete the answer sheet. Completing answer sheets on any type of soft table covering will result in marks that will not be properly processed.
- Two maneuvering board sheets (DMA Form 5090), parallel rules, and dividers, as appropriate, for BM, ET (submarine), FT, MN, OS, QM, and SM candidates. Bearing rate computer for FT candidates.
- Two sheets of musical manuscript paper for candidates taking the MU examination.
- U.S. Navy calculator or slide rule for vertical aerial photography for PH and IS candidates.

Candidates may use log tables and slide rules. Musicians are **NOT** authorized to use "musical slide rules." Quartermasters are **NOT** authorized to use "nautical slide rules."

Battery-operated electronic calculators (with any number of keys) of the **NON-PROGRAMMABLE** variety may be used by all candidates. Calculators with permanently stored memory are not authorized. Each candidate must provide a calculator for his or her own use.

Other than the preceding items, no other examining materials or instruments will be allowed into the examination room. Proctors should ensure that all candidates observe these regulations during the administration of the examination.

ADVANCEMENT-IN-RATE EXAMINATION SCHEDULE

Examinations will normally be administered by paygrade on the days indicated in the following schedule (table 6-1). The NAVADMIN message issued for that specific examination cycle will announce any deviations from this schedule. Deviations from the announced schedule may only be made as outlined in the *Advancement Manual*.

NOTE: Although no examination is administered for senior and master chief petty officers, commands

Table 6-1.—Advancement-in-Rate Examination Schedule

(Days below may be changed as announced)				
RATE	ACTIVE DUTY		INACTIVE DUTY NAVAL RESERVIST	
	MARCH	SEPTEMBER	FEBRUARY	AUGUST
PO1	1st Tuesday	1st Thursday	During month	During month
PO2	2nd Tuesday	2nd Thursday		
PO3	3rd Tuesday	3rd Thursday		
CPO	JANUARY		FEBRUARY	
	3rd Thursday		During month	
NOTES:				
<div>1. All TAR personnel will take the same examination as other active duty personnel, but will compete for vacancies within the personnel allowance of the TAR program.</div> <div>2. CANREC personnel on continuous active duty for 1 year or more will also participate in the active duty examination, but will compete for vacancies with the personnel allowance of their respective programs.</div> <div>3. Drilling Naval Reservists and personnel on Annual Training (AT) or Active Duty Training (ADT) will participate in the inactive examination and compete for vacancies within the Selected Reserve community.</div> <div>4. ADSWIOYR personnel will participate in the inactive duty examination regardless of length of continuous active duty and will compete for vacancies within the Selected Reserve community.</div> <div>5. Inactive Reserve candidates will participate in the E-4 through E-7 Selected Reserve examinations during the months of February and August, or as announced in the respective NAVADMIN.</div>				

must follow certain requirements, each advancement cycle, for these two paygrades. Approximately mid to late August each year, commands receive the NAVADMIN message, which provides the basic eligibility requirements for senior and master chief petty officers. It also provides information and procedures to be used for that particular advancement cycle.

RECOMMENDED TIME SCHEDULE FOR ADMINISTRATION OF EXAMINATIONS

The commanding officer of each activity schedules the exact time of day Navywide examinations will be administered. However, the commanding officer must not allow candidates to exceed the time limit of 3 hours for Navywide examinations or allow them to take any breaks. Take care that nearby activities do not conduct examinations

at such time that compromise is possible. Unless deviation is necessary, follow this schedule:

- 0730 Candidates muster (military ID cards required). Proctors muster at the same time.
- 0745 After candidates are seated, sealed examinations, worksheets, and all other materials required for administering the examination are distributed.
- 0800 The General and Verbatim Instructions for the Administration of Navywide Advancement Examinations are read (verbatim instructions are provided by NETPDTC). The verbatim instructions tell candidates how to fill in the answer sheets from the information provided on the worksheets, as well as, other pertinent information.
- 0830 The examination begins. TIME LIMIT: 3 HOURS.
- 1130 The examination ends.

Q8. What is the maximum time allowed for candidates to complete the Navywide advancement examinations?

EXAMINATION DAY PROCEDURES

Learning Objectives: *Identify administration procedures to be followed during administration of examinations; identify examination completion procedures; identify and recognize how to forward examinations to NETPDTC.*

On the date the examination is administered, the ESO should muster the candidates and seat them in the examination room according to the preplanned arrangements. After distributing the required examination materials, a member of the examining board will read the General and Verbatim Instructions for the Administration of the Examinations. The reading of the verbatim instructions should be clear and concise. Enough time should be allowed between each step of the instructions to allow candidates to complete each block on the answer sheet.

The examination room must be under the direct supervision of at least one member designated in writing by the commanding officer. Proctors are assigned to assist the ESO. At least 1 proctor should be provided for every 25 candidates. Officers, chief petty officers (E-7/8/9) and designated civilians may serve as proctors for examinations. For information on assigning proctors, refer to the *Advancement Manual*.

Before each examination is administered, the command should provide guidelines for proctors to follow, including the following:

- Ensure the health and comfort rules are understood and in agreement with command and Navy policy.
- Ensure candidates bring no unauthorized materials, such as NRTCs and notes, into the examining room.
- Help distribute all examining materials (pencils, examination booklets, worksheets, scratch paper, and so forth).
- Perform an individual ID card check to verify each candidate's identity before issuing that person an examination booklet.
- Randomly inspect the answer sheets while the candidates complete the administrative section as the verbatim instructions are being read.

Ensure candidates darken answer sheet circles sufficiently to be detected by scanning equipment.

- Patrol the examining room to guard against cheating.
- Escort candidates to and from the examining room if the need arises for health or comfort trips outside the examining room.
- Interpret the meaning of the information on the examination booklet cover for the candidates if necessary; however, **DO NOT DISCUSS, INTERPRET, OR ANSWER EXAMINATION QUESTIONS IN ANY WAY!** (Proctors may explain the meaning of the instructions on the face of the examination booklet. They may NOT interpret examination questions, engage in a discussion about questions, or assist the candidates in any way in their solutions. Examination questions must NEVER be read to the candidates.)
- Seek any further assistance necessary from the ESO if in doubt about any portion of the exam administration.

The authority for oral administration of examinations, if requested, and with ample justification is from PERS 852 or 862. If authorized, a commissioned officer will read examination questions and answers without interpretation or explanation. The individual will be examined on the regularly scheduled examination date in a separate space from other candidates. Refer to the *Advancement Manual* for additional guidance.

Candidates are not permitted to leave the examination room before completing their examination except for emergencies. If a candidate must leave the room, a proctor must accompany him or her. A proctor must take possession of all examining materials during the candidate's absence. Any candidate who leaves the examination room without permission will be disqualified. If this situation occurs, the procedures outlined in the *Advancement Manual* should be followed.

In case of emergency, such as a fire alarm, the candidates will place the worksheet, answer sheet, and scratch paper inside the examination booklet and leave it on the table. Candidates will depart the examination area via designated exits and muster at a designated area. Ensure all candidates understand that no talking is permitted during the emergency and while waiting to

return to the examination area. The examining proctors will collect all examinations booklets, ensuring the worksheet, answer sheet, and scratch paper is in each booklet. Upon conclusion of the emergency situation, candidates will return to the examination area and await further instructions.

Q9. During the administration of Navywide advancement examinations, 1 proctor should be provided for a maximum of how many candidates?

Q10. What enlisted paygrades may serve as proctors for E-4 through E-7 Navywide advancement examinations?

Q11. For information on assigning proctors for Navywide advancement examinations, you should refer to what publication?

EXAMINATION COMPLETION PROCEDURES

Upon completion of the examination, candidates must turn in all examination materials to a proctor as they exit the room. The proctor will collect all examination material, ensure that the answer sheet is complete, and that all items circled by the candidate on the worksheet are clearly understood so that corrections or additions may be made by the ESO. Corrections should be made to the answer sheet based on the *Advancement Manual*.

Before forwarding answer sheets, the ESO will review all answer sheets for accuracy and completeness. The ESO will resolve all items circled by the candidate on the worksheet, and check each entry and blackened circle for accuracy with the exception of the answer portion of the answer sheets. Turn verified answer sheets over to the person designated to prepare the transmittal for forwarding to NETPDTC. Only officers, designated chief petty officers (E-7/8/9), and designated civilian employees may handle the answer sheets until they are deposited as registered mail in the U. S. postal system or government contracted overnight delivery.

As the candidates leave the examining room, a proctor should ensure the candidates have taken the following actions:

- Transferred all information from the worksheet to the answer sheet.
- Made no changes on the worksheets that affect the final multiple score.

- Darkened in the circles properly below each response area.
- Turned in all testing materials, including scratch paper.

EXAMINATION ACCOUNTABILITY AFTER THE EXAMINATION

After the examination has been administered, all examination booklets, used and unused, and scratch paper are destroyed. They are destroyed by burning or by alternate methods as outlined in the *Department of the Navy Information Security Program Regulation*, SECNAVINST 5510.36, and other pertinent directives.

Examinations must be destroyed in the presence of at least two witnesses—officers, chief petty officer (E-7/8/9), or designated civilians.

Q12. After the administration of Navywide examinations, all examination booklets, used and unused, and scratch paper must be destroyed as outlined in what instruction?

PREVENT DISCREPANCIES

Preventing discrepancies is the responsibility of every ESO. The best practice to keep discrepancies at a minimum is to follow the steps listed below:

- First, obtain the information for completing the Worksheet from the service record.
- Second, verify the information against the Enlisted Master File (EMF) or command EDVR
- Third, if there is a disagreement between the information in the service record and the EMF, determine which is correct and then either enter the correct information in the service record or submit corrections to update the EMF.
- Fourth, have candidates verify and sign worksheets before exam day. Errors candidates discover on their worksheets can be checked, verified, and corrected before exam day.
- Finally, after the member takes the exam, verify the information from the worksheet was correctly copied to the answer sheet; this would include verifying the bubbles were correctly filled in on the answer sheet. **NOTE:** Use proctors to help verify the information was correctly transcribed to the answers sheets as they are turned in at the exam sites.

FORWARDING OF EXAMINATION MATERIALS TO NETPDTC

After the examination, all completed answer sheets are handled and stowed as described in the *Advancement Manual*.

Forward examination returns for each paygrade to NETPDTC by U.S. registered mail or government contracted overnight delivery within 7 working days after the administration of the examinations. The answer sheets and report of destruction/administration must be sent to NETPDTC by a letter of transmittal. Do not fold or staple answer sheets. Protect answer sheets with cardboard backing. The total number of examinations reported as destroyed or transferred must match the total number in the Examination Packing List (fig. 6-2). The number reported must also include examinations received from other commands. **Verify the number of answer sheets against the number on the transmittal letters.** A common mistake is when the letter is prepared before the exam is given and then a candidate does not take the exam and the candidate's name is left on the letter. Ensure names and numbers on the letters match the answer sheets.

Separate letters of transmittal, assigned Report Symbol COMNAVPERSCOM 1418-1, should be prepared for each paygrade. The letter of transmittal should list all used, unused, or transferred examinations, including the rate abbreviation, examination series, and examination serial number. The letter should list candidates alphabetically by name on enclosure (2), as shown in figure 6-4. When personnel from more than one activity have been examined, the candidates should be grouped by activity, as shown on enclosure (2) of the transmittal letter.

NOTE: Transmittal letters for February and August reserve examinations should contain answer sheets for all paygrades. Do not prepare separate letters.

The original letters of transmittal are sent to Commanding Officer, NETPDTC (N322), 6490 Sauflay Field Road, Pensacola, FL, 32509-5126, by registered mail or government contracted overnight delivery. Copies of the report of destruction should **NOT** be sent to COMNAVPERSCOM or the command's administrative superior unless otherwise directed. The answer sheets should **NOT** be folded or stapled and should be enclosed in cardboard backing for protection.

The command must keep copies of the reports of destruction and receipts for transfer of examinations on file as an official record for 2 years.

POST-EXAMINATION PROCEDURES

Learning Objectives: *Identify the post-examination procedures to be followed; identify the procedures to be followed when requesting substitute examinations.*

After the examination cycle, certain procedures must be followed. These procedures ensure that examination results are received for each candidate and that candidates selected for advancement are advanced correctly. They also ensure that service record entries are completed properly.

RESULTS OF NAVYWIDE ADVANCEMENT EXAMINATIONS

After the examination, the candidates and the commands anxiously await the examination results. NETPDTC publishes the E-4 through E-6 exam results. Commands receive the results approximately 3 months after the candidates take their examinations. Chief petty officer candidates normally wait approximately 2 months for SELECTION BOARD ELIGIBILITY results. They then wait another 4 months, while the selection board completes the selection process, to find out whether they are SELECTEES. Senior and master chief petty officer candidates are recommended and nominated in November of each year. They normally find out whether they are selectees about 6 months later.

NETPDTC issues examination results and advancement authority to individual commands by the Examination Status Verification Report (ESVR), Rating Change Authorization (RCA), data mailer, message, or letter. The examination results forwarded to each command consist of the ESVR, RCA, and Examination Profile Information Form. (See figs. 6-5 through 6-7.) Results for candidates who took a substitute examination are normally issued by data mailers (data mailers provide the same information as the Examination Profile Information Form (fig. 6-7) but include examination results). Once the RCA and the ESVR are verified, they should be posted on the command's bulletin board.

Examination Status Verification Report

The ESVR (fig. 6-5) lists all personnel not listed on the RCA whose status is one of the following:

- Selectee

1430
Ser
Date

Report Symbol BUPERS 1418-1

REGISTERED MAIL
FOR OFFICIAL USE ONLY

From: (Command)
To: Commanding Officer, Naval Education and Training Professional Development and Technology Center
(N322), 6490 Saufley Field Road, Pensacola, FL 32509-5126

Subj: CYCLE #___ EXAMINATION RETURNS FOR PAYGRADE E-___

Ref: (a) BUPERSINST 1430.16E

Encl: (1) #___ Examination Returns (answer sheets)
(2) Listing by Activity
(3) Listing of Unused and Transferred Examinations
(4) Listing of Early Promote Time in Rate Waiver Candidates

1. Enclosures (1) through (4) are forwarded per reference (a).
2. All examination envelopes were given to the candidates with seals unbroken and opened by the candidate concerned in the examination room in the presence of a member designated by the CO/OiC.
3. (Strike out this paragraph, if not applicable.) The candidates listed in enclosure (2) whose examination serial numbers are identified by (DUP) used the duplicate method of an examination. Test booklets were examined and markings, if any, were removed before use by the second candidate.
4. All examination booklets for personnel listed in enclosure (2), and all complete examinations listed in enclosure (3) as being unused, have been destroyed by (method of destruction) in the presence of the authorized personnel whose signatures follow:

Name, Rank

Name, Rank

5. The examinations of the personnel listed in enclosure (2) were conducted as outlined in chapter 6 of reference (a).
6. (Strike out this paragraph, if not applicable.) Enclosure (4) lists candidates who were granted TIR waiver per paragraph 216g(1) of reference (a).

(Signature of CO/OiC
or official with by direction authority)

Figure 6-4.—Sample letter of transmittal forwarding advancement examinations for E-4/5/6/7 candidates.

- Passed, but not advanced (PNA)
- Failed
- Examination invalidated
- A discrepancy exists preventing publication of valid results

Upon receipt of the ESVR, the command must verify it against the information on the candidate's worksheet. The command also uses it to verify that the personnel listed are still recommended for advancement. This report is not to be confused with the command Enlisted Distribution Verification Report (EDVR).

<u>LISTING BY ACTIVITY</u>					
ACTIVITY AND CODE			(3) ANSWER SHEETS		
USS FORMAT 11111					
NAME (ALPHABETIC ORDER)	SOCIAL SECURITY NUMBER	PRESENT RATE	EXAM RATE	SERIES AND EXAM SERIAL NUMBER	BRANCH OF SERVICE
BOAT, P.	444-44-4444	IT1	ITC	1061078	USN
DOE, J.	333-33-3333	MU1	MUC	1060089 (DUP)	USN
DOOR, W.	666-66-6666	MU1	MUC	1060089 (DUP)	USN
ACTIVITY AND CODE			(1) ANSWER SHEET		
USS NEVERSAIL 22222					
BRUSH, F.	777-77-7777	PN1	PNC	1062456	USN
Enclosure (2)					
NOTE: Those commands that maintain large volumes of service records and service large volumes of tenant activities may alter enclosure (2) of figure 6-1 as above. All candidates may be grouped together alphabetically, but an additional column (parent command UIC) must be added and correct UIC for each candidate entered.					
<u>UNUSED EXAMINATIONS:</u>					
<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>	<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>		
ABHC	1062004, 106200	BMC	1065330, 1065331		
QMC	1060560	CTRC	1060235		
<u>TRANSFERRED EXAMINATIONS:</u>					
<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>	<u>TRANSFERRED TO (UIC)</u>			
STSC	1060136	USS NEVERSAIL - XXXXXX			
Enclosure (3)					
<u>"EP" TIR WAIVERS</u>					
ACTIVITY AND CODE					
USS FORMAT 11111					
NAME (ALPHABETIC ORDER)	SOCIAL SECURITY NUMBER	PRESENT RATE	EXAM RATE	SERIES AND EXAM SERIAL NUMBER	BRANCH OF SERVICE
BOAT, P.	444-44-4444	IT1	ITC	1061078	USN
Enclosure (4)					

Figure 6-4.—Sample letter of transmittal forwarding advancement examinations for E-4/5/6/7 candidates.—Continued

Rating Change Authorization

The RCA (fig. 6-6) is the actual authorization for advancement of candidates. The command must verify this report upon receipt; no candidate may be advanced until all information has been verified.

The RCA lists all personnel being advanced on the 16th of a particular month. For instance, all personnel being advanced on 16 February will be on the same RCA; all personnel being advanced on 16 October will be on a separate RCA; and so forth. If the command

has no one being advanced during any given month, no RCA will be issued.

Advancement authorization for personnel who took a late examination will be forwarded by a data mailer.

Examination Profile Information Form and Data Mailer

The Examination Profile Information Form and Data Mailer (fig 6-7) are basically identical in

CYCLE 168 (SEP 00)		EXAMINATION STATUS VERIFICATION REPORT										DEC 01 2000				
UIC 20632 USS SAIPAN		THIS REPORT DOES NOT CONSTITUTE AUTH FOR ADV, CHG OF RATE, OR STKR DESIG. VERIFY ALL FMS DATA PRIOR TO EFF ANY ACTION. TO CLEAR DISCREPANCIES, SUBMIT INFO/ DOCUMENT BY LTR OR MSG, REFER PARA 427 ADVMAN.														
-----VERIFICATION DATA-----																
NAME	SSN	PRATE	ERATE	BR/CL	C D	S	AW	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	E A	STATUS
BOAT PAUL	555-55-5555	IT2	IT1	USN		C	00	1502	0000	0506	0000	06.0		3.94		PNA-PTS 1.5/0.5
BRUSH FLOSS	777-77-7777	MS3	MS2	USN		A	00	0400	0000	0106	0000	00.0	2	3.65		PNA-NO PTS
DOE JANE	222-22-2222	AO3	AO2	USN		N	00	0206	0000	0100	0000	00.0		3.92	E	PNA-PTS 1.5/0.5
DOOR WATER	666-66-6666	HN	HM3	USN		C	00	0302	0000	0108	0000	01.0		3.83		PNA-PTS 0.5/0.5
PISTOL VERY	888-88-8888	ET3	ET2	USN		A	00	0409	0000	0400	0000	02.5	6	3.85		PNA-PTS 0.0/0.5

ESOF0609

Figure 6-5. Sample copy of an examination Status Verification Report (ESVR)

CYCLE 168 (SEP 00)		RATING CHANGE AUTHORIZATION										DEC 01 2000			
UIC 20632 USS SAIPAN		ADVANCEMENT S/STRIKERS/CHANGES OF RATE EFFECTIVE 01/16/01													
PROVIDED ELIGIBILITY IS MAINTAINED, CANDIDATES LISTED ARE AUTHORIZED ADVANCEMENT, STRIKER DESIGNATION, OR CHANGE OF RATE. VERIFY ALL FMS DATA PRIOR TO EFFECTING ACTION. AUTHORITY IS NETPDTC ADV LTE 1-01															
-----VERIFICATION DATA-----															
NAME	SSN	PRATE	AUTH RATE	BR/CL	C D	S	AW	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	E A
CHRISTMAS MARY	111-11-1111	ABHAN	ABH3	USNR		N	00	0200	0000	0200	0000	02.5			4.00
DOE JOHN	333-33-3333	FN	MM3	USNR		N	00	0109	0000	0008	0000	00.0	5		3.97
FROST JACK	999-99-9999	AN	ABE3	USN		N	00	0201	0000	0006	0000	00.0			3.92
SEAMAN ABLE	123-45-6789	MM3	MM2	USN		A	07	0307	0000	0200	0000	05.0	5		3.95
THE DATE(S) (ADSDA AND/OR TIRDA) OR BR/CL (BR/CLR) ON THE ANSWER SHEET FOR THE CANDIDATE(S) LISTED BELOW IS/ARE IN DISAGREEMENT WITH THE DATE(S) AND/OR BR/CL CONTAINED IN THE NAVY MASTER FILE. TAS AND/OR SIPG AND EXAMINATION RESULTS HAVE BEEN CALCULATED AND DETERMINED USING MASTER FILE DATA. REFER TO PARAGRAPH 425. ADVMAN FRO CORRECTIVE ACTION IF MASTER FILE DATA IS IN ERROR. "OK" INDICATES DATE(S)/BRCL AGREE.															
NAME	SSN	PRATE	ERATE	ADSDE	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CLE	BR/CLA				
CHRISTMAS MARY	111-11-1111	ABHAN	ABH3	OK	OK	0200	OK	OK	0200	USNR	USN				
DOE JOHN	333-33-3333	FN	MM3	92/09/23	92/06/10	0109	93/11/01	93/01/01	0008	USNR	USN				

ESOF0610

Figure 6-6.—Sample copy of a Rating Change Authorization (RCA).

appearance. The Examination Profile Information Form provides the candidates with information on how well they performed on the examination as compared with other candidates who took the same examination. In addition to subject matter tested, profile information forms report the candidate's Exam Standard Score; Performance Mark Average; Service in Paygrade; Awards; Passed, Not Advanced Points; Final Multiple and Minimum Multiple Required. Candidates will

also be able to see the score breakdown by section. The title of each section will be listed, followed by the number of questions in that section, and the member's score and percentile. It does not indicate the FMS for a member who fails the examination or participates for lateral conversion. It also doesn't list the FMS if a member is in a discrepancy status or if the examination has been invalidated. Copies of profile forms are NOT retained by NETPDTC.

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD, PENSACOLA, FL 32509-5240

PRESENT EXAM BRANCH SERIAL
FROM: COMMANDING OFFICER RATE RATE GROUP CLASS CYCLE NO. DATE UIC CODE
TO: MR2 MR1 2 USN 175 1750057 MAR02 20632 FN
SUBJ: EXAMINATION PROFILE INFORMATION AND EXAM STATUS

FINAL MULTIPLE FACTOR SCORE BREAKDOWN	Exam Standard Score	PMA	Serv. In Pay Grade		Awards	PNA	Your Final Multiple	Minimum Multiple Req'd	
		(Eval Avg)	(YYMM)						
YOUR multiple broken down by each factor	58.16	98.00 (3.80)	34.00 (0706)		4	20.0	214.16	214.16	
AVERAGE of candidates advanced in your rate	58.16	98.00 (3.80)	34.00 (0706)		4	20.0	PAGE: 1		
PNA POINT BREAKDOWN				CYCLE 165	CYCLE 167	CYCLE 168	CYCLE 171	CYCLE 172	TOTAL
PNA POINTS EARNED FROM YOUR PREVIOUS EXAMS/PMAs THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE				2.0	2.0	2.0	2.5	1.5	10.0
PNA POINTS EARNED FROM THIS EXAM ADMINISTRATION THAT WILL APPLY TOWARD YOUR FMS ON THE NEXT EXAM				FROM EXAM STANDARD SCORE			FROM PNA		TOTAL

EXAMINATION SCORE BREAKDOWN BY SECTION

NO.	TOPIC	NUMBER OF QUESTIONS	YOUR SCORE	YOUR %ILE
1.	BLUEPRINTS	10	8	80
2.	CUTTERS	9	6	67
3.	MATH	11	6	55
4.	GRINDERS	10	8	80
5.	LATHES	9	8	89
6.	MILLS	11	7	64
7.	THREADS	8	6	75
8.	QUALITY ASSURANCE	12	9	75
9.	GEARS	10	7	70
10.	METAL	10	8	80
11.	UNIFORMS	10	7	70
12.	CUSTOMS AND TRADITIONS	9	7	78
13.	SAFETY	11	7	64
14.	FIRST AID	10	8	80
15.	LEADERSHIP	9	8	89
16.	SECURITY	11	6	55
17.	NAVAL ORGANIZATION	8	7	88
18.	DAMAGE CONTROL	12	9	75
19.	PHYSICAL FITNESS	10	9	90
20.	MILITARY CONDUCT	10	9	90

**YOUR OVERALL PERCENTILE
WAS 79. YOU SCORED HIGHER
THAN 79 PERCENT OF THE
CANDIDATES IN YOUR RATE
WHO TOOK THIS EXAM.**

Total number of exam questions may not
always equal 200 due to deletions.
Deleted questions result if equipment or
procedures become obsolete between the
time the exam is written and the time the
exam is taken. Deletions do **NOT** change
a candidate's chance for advancement.
The standings are based on over 90%
returned answer sheets. No change
occurs with all returns in.

STATUS: PASS

CONTACT YOUR ESO FOR MORE INFORMATION ABOUT DATA USED FOR YOUR MULTIPLE CALCULATION. **DO NOT USE THIS SHEET TO STUDY FOR THE NEXT EXAM. EXAM CONTENT VARIES FROM ONE EXAM SERIES TO ANOTHER. THIS SHEET CONTAINS THE TOPICS THAT WERE USED IN THIS EXAM ONLY AND MAY OR MAY NOT APPEAR ON FUTURE EXAMS. TO CHECK FUTURE EXAMS, GO TO NETPDTC WEB SITE UNDER BIBS AT WWW.ADVANCEMENT.CNET.NAVY.MIL.**

INFORMATION:

I. COMMENCING WITH THE CPO EXAM IN JANUARY 2002, ALL EXAMS WILL CONSIST OF 200 QUESTIONS.

Figure 6-7.—Sample copy of an Examination Profile Information Form and Data Mailer.

The Data Mailers provides all the same information but are sent whenever a candidate participated in a substitute examination or if the member's examination record is changed. Changes

could include clearing a discrepancy or having the results forwarded to a different UIC. Data Mailers have a date and a reference and are sent individually.

NOTE: Figure 6-7 is an example of what the new Profile Information Forms and Data Mailers will look like after the January 2002 examination. These new forms are very similar to the old forms but have been changed to accommodate the 200 questions exams.

- Q13. Senior and master chief petty officer candidates for advancement are recommended and nominated in what month of each year?*
- Q14. The results of the Navywide advancement examinations are published by which activity?*
- Q15. The examination results forwarded to each command consist of what items?*

COMMAND ACTION UPON RECEIPT OF EXAMINATION RESULTS

If the commanding officer withdraws a member's recommendation for advancement after receipt of advancement authorization or selectee notification, the following steps must be taken:

1. Prepare an Enlisted Performance Evaluation or FITNESS Report with an "X" in the "Significant Problems" block per BUPERSINST 1610.10.
2. Service record entries must be recorded on NAVPERS Form 1070/613 as shown in the *Advancement Manual*. The NAVPERS 1070/613 must be signed by the member's commanding officer; this authority may not be delegated.
3. A service record entry stating that the member has been informed of the right to request redress under Article 138 of the *Uniform Code of Military Justice (UCMJ)* must be prepared. The member's signature is required to acknowledge this entry. The inadvertent omission of this notification or acknowledgement could affect the commanding officer's withdrawal of the advancement authorization or withholding of the advancement.
4. If a member has taken an E-4/5/6 advancement examination and the results have not been published, a message must be sent to Commanding Officer, NETPDTC (N321), invalidating the member's advancement examination results. If a member has been validated for E-8/9, send message notification to COMNAVPERSCOM (PERS-852 or PERS-862), with information copy to NETPDTC

(N321). The message should include the reason the examination results were invalidated and a statement that the invalidation was done according to the *Advancement Manual*. Request for invalidation should be submitted as soon as possible to preclude possible loss of advancement quotas.

5. Notification to withhold/withdraw advancements should be submitted no later than 2 days before the effective date of advancement where possible.

If a person listed on the RCA or ESVR was advanced under the provisions of the CAP, STAR, SCORE, or other authorized programs after taking the Navywide exam, a message must be sent to Commanding Officer, NETPDTC (N321), and information copy to COMNAVPERSCOM (PERS-852 or PERS-862). The message should request invalidation or cancellation of the advancement authorization or removal of the person from selection-board-eligible status. Ensure immediate submission of these requests. Delay in submission can cause possible loss of advancement quotas.

The ESO may find persons listed on the RCA or ESVR who are not attached to the command. The ESO may also find that newly reported members to the command are not listed on the RCA or ESVR. The names of these personnel and other pertinent information about them should be sent to NETPDTC (N321).

Some commands do not always verify the RCA or ESVR upon receipt. That is unfortunate because many times errors occur that makes a difference in a candidate's advancement status. The ESVR contains examination results and multiple factors for all candidates except those listed on the RCA; however, it cannot be used as the authorization for advancement.

Some candidates participating in the E-4 through E-6 advancement examinations may have received a relatively high test score or an exemplary performance mark average on past examinations. Passed, but not advanced (PNA) points are awarded to those candidates. The maximum number of PNA points a person can attain for one exam cycle is 3.0, awarded in increments of one-half point. NETPDTC automatically credits PNA points earned for the most recent five of the last six exams in which a candidate participated. The FMS factor for PNA points is achieved by doubling the earned PNA points. The

maximum PNA point credit candidates may earn is 30 points.

NOTE: PNA point credit is now attained from the social security number only. It is no longer necessary to notify NETPDTC to credit PNA points for candidates who have had name changes.

Action for Personnel Transferred

Examination results of personnel who are no longer attached to your command may be found when the RCA or ESVR is verified. These candidates have been transferred to a new duty station, separated from active duty, or discharged. Service record entries for these people should be made after the Navywide examinations have been administered and before the exam results are received.

- If a candidate is transferred to another duty station before receipt of exam results ESVR or RCA, the transferring command will ensure a copy of the completed worksheet is filed in the field service record. The transferring command must notify NETPDTC (N321) via message (information copy to new command) to forward results to the activity to which member transferred.
- For candidates transferred in a selectee status, before receipt of authorized advancement date (RCA), the transferring command will ensure a copy of the completed worksheet and copy of ESVR is filed in the field service record, notify NETPDTC (N321) via message (information copy to new command) to forward the RCA to the activity to which transferred.
- If a candidate is authorized advancement or change in rating, but is transferred after receipt of rate change authority (RCA) and before the effective date of advancement, the transferring command will ensure a copy of the RCA and a copy of the completed worksheet is filed in the field service record with the transfer evaluation.
- For personnel being released from active duty/discharged, the separating command will forward results to the member's home of record or address designated by the member. COs/OICs will inform advancement selectees who are being discharged or released to inactive duty that advancement may be effected upon return to active duty or affiliation with a USNR unit. Commands must ensure examinations are

invalidated for personnel separated before publication of examination results.

NOTE: NETPDTC should be notified at this time to forward results to the member's new command.

Frocking of Enlisted Personnel

Frocking is an administrative authorization to assume the title and wear the uniform of a higher paygrade without entitlement to the pay and allowances of that grade. Frocking provides early recognition for members selected for petty officer third class through master chief petty officer. After verifying individual eligibility data, members may be frocked as follows:

- Qualified E-8/9 selectees may be frocked upon receipt of selection notification by the CNO NAVADMIN message.
- Qualified E-7 selectees may be frocked no earlier than the first advancement increment (normally 16 September). Before they may be frocked, selectees must complete the *Chief Petty Officer Indoctrination Course*. If the course is not available at a training command, the commanding officer may authorize frocking for selectees before they complete the indoctrination course.
- Qualified E-5/6 selectees may be frocked after the command receives the naval message from NETPDTC or RCA/ESVR/Data Mailer and all advancement data has been verified as correct.
- Qualified E-4 selectees, including those in a training status, may be frocked after the command receives the naval message from NETPDTC, or RCA/ESVR/Data Mailer and all advancement data has been verified as correct provided selectees complete the *Petty Officer Indoctrination Course*.

Frocking does not change the permanent status of a member nor authorize payment of entitlements governed by statute or regulation and is subject to restriction as follows:

- Enlisted members selected for officer appointments may not be frocked.
- Navy members serving in joint commands may be frocked with the concurrence of the joint command.
- Members may elect not to accept frocking.

- Frocked members are entitled to military identification cards and certain privileges of the higher paygrade, that is, clubs, messing, berthing, housing, and parking privileges except as restricted by law.
- The weight limit of household goods on permanent change of station (PCS) orders is the weight limit authorized for the permanent paygrade.
- Any administrative or punitive action is based on the member's permanent paygrade.
- Frocked members shall purchase additional uniforms and insignia at their own expense. Payment of any uniform allowance is authorized only on permanent advancement.
- If a frocked member's recommendation for advancement is withdrawn, the frocked rate shall be vacated.
- Members must meet the physical fitness weight/body fat requirements of OPNAVINST 6110.1 to be frocked.
- All diary entries and pay action documents will reflect the permanent paygrade.
- Performance evaluations shall be prepared in the member's frocked paygrade per BUPERSINST 1610.10.

To effect frocking, commands must make the following service record entries:

[DATE]: Selectee for advancement to [RATE] from participation in Cycle __ Navywide examination held on [DATE] and frocked to that rate per BUPERSINST 1430.16.

[Signature of official with by direction authority]

[DATE]: I understand frocking is an administrative authorization to wear the uniform and insignia of a higher rate without entitlements or allowances of the frocked paygrade. I further understand that the frocked paygrade is effected at my option and that no increased pay and allowance accrue to me and that any cost for additional uniforms or insignia incident to my being frocked will be defrayed by me, and that no retroactive pay, allowances, or reimbursements are authorized. I understand that my frocked rate may be vacated by my commanding officer. I volunteer to be frocked to the rate of [RATE].

[Member's signature]

Effecting Advancements

Advancements to all petty officer grades are effected on the 16th of the month. The member's relative FMS among contemporaries who took the same Navywide competitive examination for advancement determines the effective date of advancement to paygrades E-4 through E-6. For members selected for advancement to paygrades E-7 through E-9, their seniority among contemporaries in the same rate determines their effective advancement date. The effective date of advancement authorized in the advancement notification is the earliest date on which the member may be advanced. The commanding officer may effect advancement on a later date for a specific cause. However, the commanding officer may not delay a member's authorized advancement for the express purpose of according the member future monetary gain or other personal benefit. That could include delaying advancement until the member's expiration of enlistment so that the member could receive the full reenlistment bonus. If a member's advancement is withheld beyond the authorized effective date, the procedures in the *Advancement Manual* should be followed.

Q16. A person can attain a maximum of how many PNA points for one Navywide examination cycle?

Q17. Before an E-7 selectee can be frocked, he or she must complete what course?

SUBSTITUTE EXAMINATIONS

Substitute examinations are administered to individual candidates who, through no fault of their own, were unable to take the examination at the regularly scheduled time.

Justification of Requests for Substitute Examinations

Requests for substitute examinations must justify the circumstances preventing the candidate from taking the regular examination. They must also justify the reasons for noncompliance with the regular exam schedule. Requests are considered on individual merit.

Administrative delays in submitting requests to COMNAVPERSCOM for waiver of eligibility requirements for advancement, change in rate, or request for service record information sometimes occur. However, such delays are not justification for a substitute examination. Each request for substitute

examinations must contain valid justification based on the following criteria:

- The candidate concerned must have been recommended for advancement and eligible to take the regularly scheduled examination.
- The candidate's absence from the regularly scheduled examination must have been through no fault of his or her own. In general, the absence should be the result of one of the following circumstances:
 - Emergency leave (normally annual leave or PCS leave is not adequate justification unless extenuating circumstances are involved). When a candidate is on emergency leave on the exam administration date, a substitute examination should be ordered on that date.
 - Sick in quarters (SIQ) or hospitalization. A statement by a medical officer must verify that taking the regularly scheduled examination would have been harmful to the candidate's health.
 - Operational commitment. The commitment must be of such a nature that a short delay in the administration of the regular examination series was not feasible.

The command's inability to determine a candidate's exact date of return to the command should not prevent the ordering of a substitute examination before or within a day or two after the regularly scheduled advancement examination. The substitute examination should be administered as soon as possible after the candidate's return.

Requests for Substitute Examinations

Requests for substitute examinations often result from administrative errors or poor administrative planning on the part of individual commands. Therefore, commands are urged to anticipate requirements for substitute examinations, when possible, before the regular examination dates. The need for a substitute examination can normally be determined before or within a day or two after the scheduled Navywide advancement examination.

Substitute examinations should be ordered by message only. Requests should list the required examinations alphabetically by rating and give justification in each case. Enclosure (1) to the NETPDTC ordering letter lists all available

examinations. Requests for substitute examinations must info the command's immediate superior and COMNAVPERSCOM.

NETPDTC is the approving authority for all substitute examinations. Refer to the *Advancement Manual* and the respective NAVADMIN message for deadline dates for ordering substitute examinations.

Requests for substitute examinations will be disapproved if submitted after the respective deadline. Requests must contain both the circumstances precluding the candidate's regular participation and reasons for non-compliance. Requests are considered on individual merit. COMNAVPERSCOM (PERS-852/862) will act on questionable cases. In cases of denial, instruct members to participate in the next advancement cycle and, if a selectee, petition the Board for Correction of Naval Records (BCNR) for possible backdating of the prospective effective date.

Administration of Substitute Examinations

Substitute examinations should be administered and the answer sheets returned to NETPDTC as soon as possible. The procedures for accountability, administration, and processing of substitute examinations are the same as those for regular Navywide advancement examinations. The *Advancement Manual* outlines these procedures. Refer to the *Advancement Manual* and respective NAVADMIN message for administration deadlines.

Q18. What command is the approving authority for all Navy substitute advancement examinations?

ESO Exam Calendar

Table 6-2 (Active and TAR) and 6-3 (Reserves) provide a list of when each of the activities or events discussed in this chapter should be accomplished. These calendars should be used as guidance only. The Advancement Manual and the NAVADMIN for each examination cycle will provide the most current information. These calendars are also available on NETPDTC's Advancement web site under the Exams & Tests button.

SUMMARY

Navywide advancement examinations are like stepping stones to every enlisted member in the Navy. Members normally must successfully compete in each examination, from petty officer third class to chief

Table 6-2.—ESO Exam Calendar for Active and TAR

JANUARY
Complete Exam Order for E-4/5/6 March Exams by 1 February
Prepare worksheets for March Exams
Administer E-7 Exams -Third Thursday
Mail E-7 answer sheets and destroy E-7 Exams within 7 workdays
Order E-7 Substitute exams by 31 January
FEBRUARY
Review and answer E-7 early discrepancies messages (if any)
January Substitute Exam – Administer by 28 February for E-7 candidates
Complete worksheets for March Exams
Make exam day preparations for March Exams
Active E-9 Selection Board
MARCH
Administer E-6 Exams - First Tuesday
Mail E-6 answer sheets and destroy E-6 Exams within 7 work days
Administer E-5 Exams - Second Tuesday
Mail E-5 answer sheets and destroy E-5 Exams within 7 work days
Administer E-4 Exams - Third Tuesday
Mail E-4 answer sheets and destroy E-4 Exams within 7 work days
Review and answer E-4/5/6 early discrepancies messages (if any)
Order substitute exams by 31 March
Active E-8 Selection Board
APRIL
March Substitute Exam – Administer by 30 April for March cycle
Active Special E-7 Selection Board
MAY
Receive E-7 January Exam results – ESVR
Correct discrepancies/disagreements from January Exams
JUNE
Receive March Exam results – ESVR
Correct discrepancies/disagreements from March exams
Receive recommendations for E-4/5/6 participation in September Exam
Order E-4/5/6 September Exams
Limiting Date for previous September Exam
JULY
Complete Exam Order for E-4/5/6 September Exams by 1 August

Table 6-2.—ESO Exam Calendar for Active and TAR Continued

JULY (continued)
Complete Exam Order for E-4/5/6 September Exams by 1 August
Prepare worksheets for September Exams
Active E-7 Selection Board
AUGUST
Complete worksheets for September exams
Make exam day preparations for September Exams
Limiting date for previous January E-7 Exams
SEPTEMBER
Administer E-6 Exams - First Thursday
Mail E-6 answer sheets and destroy E-6 Exams within 7 work days
Administer E-5 Exams - Second Thursday
Mail E-5 answer sheets and destroy E-5 Exams within 7 work days
Administer E-4 Exams - Third Thursday
Mail E-4 answer sheets and destroy E-4 Exams within 7 work days
Review and answer E-4/5/6 early discrepancies messages (if any)
Order substitute exams by 30 September
OCTOBER
Receive recommendations for E-7 participation for January Exam
September Substitute Exam – Administer by 31 October
NOVEMBER
Order E-7 January Exams
Prepare worksheets for E-7 January Exams
Active E-8/9 Special Selection Board
DECEMBER
Receive September Exam Results – ESVR
Correct discrepancies/disagreements from September Exams
Complete exam order for E-7 January Exams by 16 December
Complete worksheets for E-7 Exams
Make Exam day preparations for January Exams
Receive recommendations for E-4/5/6 participation for March Exam
Order E-4/5/6 March Exams
Limiting Date for previous March Exam – 31 December
Receive and Review ESVR for TIR eligible E-8/9 Active personnel

Table 6-3.—ESO Exam Calendar for Reserve

JANUARY
Complete E-4/5/6/7 February Exam Order by 15 January
Complete worksheets for Reserve's February Exams
Make exam day preparations for February Exams
FEBRUARY
Administer Reserve E-4/5/6/7 Exams - all month
Mail Reserve answer sheets
Reserve E-8/9 Selection Board
MARCH
Review and answer E-4/5/6/7 early discrepancies messages (if any)
APRIL
MAY
Receive February Exam results – ESVR
Correct discrepancies/disagreements from February Exams
JUNE
Receive recommendations for E-4/5/6/7 participation for August Exams
Order E-4/5/6 Reserve Exams for August Exams
Prepare worksheets for Reserve E-4/5/6 August Exams
Reserve E-7 Selection Board
Limiting Date for previous August Exam
JULY
Complete E-4/5/6 Reserves Exam Order by 15 July
Complete worksheets for Reserves August Exams
Make exam day preparations for August Exams
AUGUST
Administer Reserve E-4/5/6 Exams - all month
Mail Reserves answer sheets
Limiting date for previous February E-7 Exams
SEPTEMBER
Review and answer E-4/5/6 early discrepancies messages (if any)
OCTOBER
Validation of all TIR eligible E8/9's SELRES by 16 October
NOVEMBER
DECEMBER
Receive August Exam results – ESVR
Correct discrepancies/disagreements from August Exams
Receive recommendations for E-4/5/6/7 participation for February Exams
Order E-4/5/6/7 Reserve Exams for February Exams
Prepare worksheets for Reserve E-4/5/6/7 February Exams
Limiting Date for previous February Exam – 31 December

petty officer, to advance in rate. Therefore, examinations should be ordered on time and administered properly. The command should publicize the results as soon as it receives them.

Proper procedures must be followed before, during, and after each examination cycle. By following these procedures, the ESO can prevent the loss or possible compromise of an examination.

REFERENCES USED TO DEVELOP THIS CHAPTER

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Navy Performance Evaluation and Counseling (EVAL Manual), BUPERSINST 1610.10, Bureau of Naval Personnel, Washington, D.C., 1995.

Pay/Personnel Administrative Support System (PASS) Management Manual, OPNAVINST

1000.23B, Office of the Chief of Naval Operations, Washington, D.C., 1993.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 6

- A1. *BUPERSINST 1430.16.*
- A2. *The commanding officer or officer in charge.*
- A3. *4 weeks before the first day of the month when the exams will be administered.*
- A4. *NETPDTC.*
- A5. *Advancement Manual.*
- A6. *Enlisted Transfer Manual.*
- A7. *Confidential.*
- A8. *3 hours.*
- A9. *25 candidates.*
- A10. *E-7s, E-8s, and E-9s.*
- A11. *Advancement Manual.*
- A12. *OPNAVINST 5510.36*
- A13. *November.*
- A14. *NETPDTC.*
- A15. *The ESVR, RCA, and Examination Profile Information Form.*
- A16. *3.0 points.*
- A17. *Chief Petty Officer Indoctrination Course.*
- A18. *NETPDTC.*